



UNIVERSITY OF CALCUTTA

Office of the Engineer
Darbhanga Building
87/1 College Street
Kolkata- 700073

NOTICE INVITING QUOTATION

University of Calcutta invites sealed quotation from resourceful and bonafide contractors for the following work

1.	N.I.Q. No	:	Eng /EQ-46/19-20	Dated:21/06/2019
2.	Name of Work	:	Supplying, installation & commissioning of new water purifier machines (5nos) in Carmicheal Hall, CU.	
3.	Estimated Cost	:-	x	
4.	Earnest Money	:-	5% of the quoted amount in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful quotationers on an application as per provision in Purchase & Work Manual, CU. For successful quotationer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills/final bill or as per provision in Purchase & Work Manual, CU.	
5.	Time of completion	:-	7days	
6.	Eligibility Criteria	:-	Valid trade License , GST & Pan and credential for satisfactory completion of similar nature of job. Amounting 75 % of the estimated value in a single tender in the last three financial year . Government, Government Undertaking and University of Calcutta credentials are accepted. (Only completion certificate of the work should be treated as Credential.	
7.	Last date of receipt of application for tender	:-	NA	
8.	Last date of Sale/ issue of tender papers		TO BE DOWNLOADED FROM WEBSITE (caluniv.ac.in).	
9.	Last Date and Time of tender Submission	:-	01/07/19(up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	01/07/19 (at 3.00 PM or after)	

N.I.Q no., Name of work and the date of opening should be written on the sealed envelope otherwise quotation will not be opened thus cancelled.

UNIVERSITY ENGINEER (C.U)



UNIVERSITY OF CALCUTTA

NOTICE INVITING QUOTATION NO. -Eng/EQ-46/19-20.

DATED: 21/06/2019

Name of the work: -Supplying, installation & commissioning of new water purifier machines (5nos) in Carmicheal Hall, CU.

Name of Agency:-

Address of Agency:-

Rate quoted by Agency: -

Signature of the Agency with date & stamp:-



UNIVERSITY OF CALCUTTA

Quotation No: - Eng /EQ-46/19-20

Dated: 21/06/2019

TENDER AND CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible quotationers will have to download the tender papers from the website & drop the filled quotation papers signed with seal and date at every page along with copy of valid trade license, GST & PAN and Credential for satisfactory completion of similar nature of job amounting to at least 75% of the job value in a single tender from any Government, Govt. undertaking or University of Calcutta in the last three financial year(only completion certificate of the work should be treated as Credential) in sealed envelope in the Tender box kept in the Office of the undersigned. The quotationers must write the name of the work, NIQ. No. , the date of opening and name of the bidder on the envelop failing which the tender will not be opened thus will be treated as cancelled.
2. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labour insurances, handling charges, necessary government taxes, duties etc. as well as the Water, Electricity charges which are to be paid as per rules.
3. The contractor shall be responsible to ensure compliance with the provision of minimum wages act 1948 as modified up to date and the rules made in respect of any employees, employed by the contractor directly or through the petty or subcontractor for the purpose of carrying this contract. The contractor shall be responsible for any damage, injury or loss caused by the work or workmen to any person, animal or material during the progress of work.
4. Liquidated damage will be charged to the contractor if they fail to complete the work within the stipulated time, 0.01% per day to a maximum limit of 05 % of the contract value.



5. The allotted time for completion of the work is 7days from the date of receipt of work order .Time is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.

6 (a) The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as Security Deposit. The same will be released after a period of six months from the date of completion of the work on application.

7.5% of the quoted amount in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful quotationers on an application as per provision in Purchase & Work Manual, CU.For successful quotationer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills/final bill or as per provision in Purchase & Work Manual, CU.

D.D No..... Dated / /20

Name of Issuing Bank:--

B ranch :-

Amount: - Rs /-(Rupees)

8. Work is to be carried out as per specification laid in the B.O.Q as per instruction of the University Engineer or his representative.

9. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer C.U.

10. The rates must be quoted in words &in figure otherwise the tender will be cancelled.



11. The University will not be bound to accept the lowest bidder.
12. The University will not supply any materials to the contractor.
13. The contractor will work under the strict supervision of the Engineer or his representative. The BOQ given along with the tender is provisional. Payment will be made on the actual work done jointly measured by the Engineer/SAE/consultant & the contractor. The contractor will have to submit bill in printed format in duplicate.
14. The contractor will have to take necessary instruction from the Engineer, CU, regarding the execution of work.
15. Warranty period of the job will be as per manufacturer guideline.
16. The contractor has to produce user end completion certificate before claiming of final bill.

Sd/-

University Engineer

Name of the Agency:-

Address:-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:



BOQ of Supplying, installation & commissioning of new water purifier machines (5nos) in Carmicheal Hall, CU.

Quotation No: - Eng/EQ-46/19-20 Dated: 21/06/2019

Sl.No.	Description	Quantity	Rate (Rs)	Amount (Rs)
1.	Supplying of new water purifier machines make Dr. Aquaguard model Classic or its equivalent.	5nos.		
2.	Installation & commissioning of the above machines along with all accessories as required for completing the job.	5nos.		
3.	Add: Taxes as per norms.			
4.	Less: Buy back of old defunct water purifier machines.	5nos.		
5.			Total:	

Amount in figures & Words:

Signature of the agency with date & stamp:



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NOTICE INVITING QUOTATION

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1.	N.I.Q. No	:	Eng /EQ-47/19-20	Dated: 21/06/2019.
2.	Name of Work	:	Annual maintenance contract for operation of the pump motor sets in on every Saturdays, Sundays & University Holidays at College Street Campus, CU.	
3.	Estimated Cost	:-	x	
4.	Earnest Money	:-	5% of the quoted amount in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful quotationers on an application as per provision in Purchase & Work Manual, CU. For successful quotationer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills/final bill or as per provision in Purchase & Work Manual, CU.	
5.	Time of completion	:-	365days from the date of issue of work order.	
6.	Eligibility Criteria	:-	Valid electrical license, trade license, GST (if applicable), Pan, PF & ESI/ labour insurance.	
7.	Last date of Sale/ issue of tender papers		TO BE DOWNLOADED FROM WEBSITE (caluniv.ac.in).	
8.	Last Date and Time of tender Submission	:-	01/07/19 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	01/07/19 (at 3.00 PM or after)	

N.I.Q no., Name of work and the date of opening should be written on the sealed envelope otherwise quotation will not be opened thus cancelled.

UNIVERSITY ENGINEER (C.U)



UNIVERSITY OF CALCUTTA

NOTICE INVITING QUOTATION NO.-Eng /EQ-47/19-20 Dated:21/06/2019

Name of the work: Annual maintenance contract for operation of the pump motor sets in on every Saturday, Sunday & University Holidays at College Street Campus, CU.

Name of Agency:-

Address of Agency:-

Rate quoted by Agency: -

Signature of the Agency with date & stamp:-



UNIVERSITY OF CALCUTTA

Quotation No: - Eng /EQ-47/19-20

Dated 21/06/2019

TENDER AND CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible quotationers will have to download the tender papers from the website & drop the filled quotation papers signed with seal and date at every page along with copy of valid electrical license, trade license, GST (if applicable)& PAN in sealed envelope in the Tender box kept in the Office of the undersigned. The quotationers must write the name of the work, NIQ. No. , the date of opening and name of the bidder on the envelop failing which the tender will not be opened thus will be treated as cancelled.
2. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labour insurances, handling charges, necessary government taxes, duties etc. as well as the Water, Electricity charges which are to be paid as per rules.
3. The contractor shall be responsible to ensure compliance with the provision of minimum wages act 1948 as modified up to date and the rules made in respect of any employees, employed by the contractor directly or through the petty or subcontractor for the purpose of carrying this contract. The contractor shall be responsible for any damage, injury or loss caused by the work or workmen to any person, animal or material during the progress of work.
4. Liquidated damage will be charged to the contractor if they fail to complete the work within the stipulated time, 0.01% per day to a maximum limit of 05 % of the contract value.
5. The allotted time for completion of the work is 365 days from the date of issue of work order. Time is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.
- 6 (a) The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as Security Deposit. The same will be released after a period of six months from the date of completion of the work on application.



7.5% of the quoted amount in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful quotationers on an application as per provision in Purchase & Work Manual, CU. For successful quotationer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills/final bill or as per provision in Purchase & Work Manual, CU.

7. Operation of the pump motor sets will be as follows on every Saturday, Sunday & University Holidays. The work requires 1(one) plumber/pump operator.

Duty Period: 8.30AM to 4.30PM.

8. Work is to be carried out as per specification laid in the B.O.Q or PWD specification & as per instruction of the University Engineer or his representative. Pump rooms are situated in different places at College Street Campus, e.g.) Centenary Building, b) Darbhanga Building, c) Asutosh Building.

9. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer C.U. The concerns have to bring his tools & tackles required to do the job.

10. The rates must be quoted in words & in figure otherwise the tender will be cancelled.

11. The University will not be bound to accept the lowest bidder.

12. The University will not supply any materials to the contractor.

13. The contractor will work under the strict supervision of the Engineer, CU/ SAE (E). Payment will be made in quarterly/annually basis after satisfactory service from the date of commencement of the contract & duly work done certificate from the SAE (Electrical). The contractor will have to submit bill in printed format in duplicate.

14. The contractor will have to take necessary instruction from the Engineer, CU, / SAE (E) regarding the execution of work.

15. The name & photograph of the listed staff should be submitted to the Engineer, CU/ SAE (E) & the Caretaker, College Street campus immediately after receiving the work order.

16. The agency shall ensure necessary insurance policies/ESI & PF on the listed staff & should cover all type of risk/benefit against accident/injury etc. during their duty period. **The University of Calcutta will not take any responsibility for any unwanted incidents.**

17. All appliances (pumps, motors, starter & main switches) are to be sincerely checked regularly. Services have to be extended up to the satisfaction of the concern Engineer, CU. If there is any possibility of future hazards it should be immediately intimated to the concerned authority.

18. Beside his normal work (pump motor operation) the agency is not allowed to carry out any work which incurs financial involvement without the knowledge & approval of the Engineer, C.U.

19. The tender will follow the rules of Labour Commission, Govt. of West Bengal, as amended time to time.

Sd/-

University Engineer

D.D No..... Dated / /20

Name of Issuing Bank:--

B ranch :-

Amount: - Rs /-(Rupees)

Name of the Agency:-

Address:-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:



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NOTICE INVITING QUOTATION

University of Calcutta invites sealed tender from resourceful and bonafide contractors for the following work

1.	N.I.T. No	:	Eng/EQ-48/19-20	Dated:21/06/2019
2.	Name of Work	:	Annual comprehensive maintenance (with new spare parts) of all transformers (dry & oil cooled type) along with safety appliances, i.e. H.T. & L.T. switchgears (VCB, OCB, ACB, OD, MCCB, MCB, SFU etc.), cables & cable joints (HT & LT) & others related apparatus including transformer oil top up with dehydration & filtration at the substations associated with smooth power supply in different campuses of University of Calcutta.	
3.	Estimated Cost put in quotation	:-	x	
4.	Earnest Money	:-	A sum of 5% of quotation value in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender the EMD will be returned on application after an equal amount of security deposit is deducted by the University from the running bills/final bill as per norms.	
5.	Time of completion	:-	365 days from the date of issue of work order.	
6.	Eligibility Criteria	:-	Valid trade License , GST & Pan, ESI & PF/ Labour insurance and credential for satisfactory completion of similar nature of job. Amounting 75 % of the estimated value in a single tender in the last three financial year . Government, Government Undertaking and University of Calcutta credentials are accepted. (Only completion certificate of the work should be treated as Credential.	
7.	Issue of tender papers	:-	TO BE DOWNLOADED FROM WEBSITE (www.caluniv.ac.in).	
8.	Last Date and Time of tender submission	:-	01/07/19 (up to 2.00 PM)	
9.	Date and Time of tender opening	:-	On 01/07/19 (at 3.00 PM) or after	

N.I.T no. Name of work and the date of opening should be written on the sealed envelope otherwise tender will not be opened thus cancelled.

UNIVERSITY ENGINEER (C.U.)



UNIVERSITY OF CALCUTTA

NOTICE INVITING TENDER No: Eng/EQ-48/19-20

Dated: 21/06/2019

Name of the work: -Annual comprehensive maintenance (with new spare parts) of all transformers (dry & oil cooled type) along with safety appliances, i.e. H.T. & L.T. switchgears (VCB, OCB, ACB, OD, MCCB, MCB, SFU etc.), cables & cable joints (HT & LT) & others related apparatus including transformer oil top up with dehydration & filtration at the substations associated with smooth power supply in different campuses of University of Calcutta.

Name of Agency:-

Address of Agency:-

Rate quoted by Agency: -

Signature of the Agency with date & stamp:-



UNIVERSITY OF CALCUTTA

Quotation No: - Eng /EQ-48/19-20

Dated: 21/06/2019

TENDER AND CONTRACT FOR WORK

GENERAL TERMS AND DIRECTION FOR THE GUIDANCE OF CONTRACT

1. Eligible quotationers will have to download the tender papers from the website & drop the filled quotation papers signed with seal and date at every page along with copy of valid trade license, GST

& PAN and Credential for satisfactory completion of similar nature of job amounting to at least 75% of the job value in a single tender from any Government, Govt. undertaking or University of Calcutta in the last three financial year(only completion certificate of the work should be treated as Credential) in sealed envelope in the Tender box kept in the Office of the undersigned. The quotationers must write the name of the work, NIQ. No. , the date of opening and name of the bidder on the envelop failing which the tender will not be opened thus will be treated as cancelled.

2. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labour insurances, handling charges, necessary government taxes, duties etc. as well as the Water, Electricity charges which are to be paid as per rules.

3. The contractor shall be responsible to ensure compliance with the provision of minimum wages act 1948 as modified up to date and the rules made in respect of any employees, employed by the contractor directly or through the petty or subcontractor for the purpose of carrying this contract. The contractor shall be responsible for any damage, injury or loss caused by the work or workmen to any person, animal or material during the progress of work.

4. Liquidated damage will be charged to the contractor if they fail to complete the work within the stipulated time, 0.01% per day to a maximum limit of 05 % of the contract value.

5. The allotted time for completion of the work is 365 days from the date of issue of work order .Time is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.

6 (a) The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as Security Deposit. The same will be released after a period of six months from the date of completion of the work on application.

7.5% of the quoted amount in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful quotationers on an application as per provision in Purchase & Work Manual, CU. For successful quotationer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills/final bill or as per provision in Purchase & Work Manual, CU.

D.D No..... Dated / /20

Name of Issuing Bank:--

B ranch :-

Amount: - Rs /-(Rupees)

8. Work is to be carried out as per specification laid in the B.O.Q as per instruction of the University Engineer or his representative.

9. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer C.U.
10. The rates must be quoted in words & in figure otherwise the tender will be cancelled.
11. The University will not be bound to accept the lowest bidder.
12. The University will not supply any materials to the contractor.
13. The contractor will work under the strict supervision of the Engineer or his representative. The BOQ given along with the tender is provisional. Payment will be made on the actual work done jointly measured by the Engineer/SAE/consultant & the contractor. The contractor will have to submit bill in printed format in duplicate.
14. The contractor will have to take necessary instruction from the Engineer, CU, regarding the execution of work.
15. Warranty period of the job will be as per manufacturer guideline.
16. The contractor has to produce user end completion certificate before claiming of final bill.

Sd/-

University Engineer

Name of the Agency:-

Address:-

SIGNATURE OF THE CONTRACTURE WITH SEAL AND DATE:



Quotation No: - Eng /EQ-48/19-20

Dated: 21/06/2019

Special Terms & Conditions:

- 1) Qualification of the contractor: The contractor must possess valid & proper electrical license, service tax & GST registration number, pan card, certificate of enlistment, PF & ESI registration/Labour Insurance & should have a minimum working experience in the same field & H.T. substation related installation jobs in the last three years.
- 2) Team of the contractor: The contractor shall engage a team containing H.T. personnel & electrician. One electrical supervisor & one electrical engineer personnel will be at the top of the team to control the work & to communicate with the University authority.
- 3) Qualification of the contractor team: The electrical supervisor (Part 1,2,3,4,5, 6a,6b, 7a,7b,7c,11 & 12), H.T. personnel (workmen permit part 1(b),2,3,5, & 8), electrician (workmen permit 440V, 1(b) & part 2), electrical engineer (Bachelor in Electrical Engineering or similar) must possess valid & proper electrical license & must have a minimum two years working experience in the same field. They should be well dressed, good behaved & sincere in their duties. Xerox copy of their certificates, ESI & PF nos., residential address and phone numbers along with their current passport size colour photo has to be submitted to the University authority/Engineer/SAE (E) before starting the work.
- 4) Permanent station: 5 nos. permanent station will be one at Rajabazar Science College (one electrician only), one at Ballygaunge Science College (one electrician only) & one at College Street Campus (one HT personnel & one electrician only), one Techno Campus, Salt Lake (one electrician only) & one at Alipore Campus (one electrician only), CU Jute Technology Campus will be covered by the team at Ballygaunge Science College station in case of any emergency. The HT personnel at College Street Campus, CU have to attend the above all campuses if any fault occurs within 1 hr. of intimation.
- 5) Duty Period:
 - a) HT personnel - from 10am to 06pm (everyday including University holidays).
 - b) Electrician - same as above.
 - c) Electrical supervisor - everyday at any time during normal duty period & during any fault until it is rectified.
 - d) Electrical engineer - same as above.

Any fault rectification should be carried out in presence of electrical supervisor & electrical engineer. Everybody would have to report to the concerned SAE (E) of the concerned station as per duty.

- 6) Responsibility: All electrical appliances i.e. transformers, HT & LT switchgears, e.g. VCB, ACB, OCB, OD, MCCB, MCB, SFU, HT & LT switches Busbar chamber/panel, cables & cable joints to be sincerely checked regularly. Services have to be extended up to the satisfaction of the concerned SAE (E) &/or Engineer, C.U. If there is any possibility of future hazards it should be immediately intimated to the concerned authority & means should have to be taken for proper rectification without any time delay. If the situation demands they have to stay overnight & shall have to arrange an infrastructure to render round the clock services (if situation demands) to ensure restoration of power supply with immediate effect (within one hour of the call).

- 7) Insurance, P.F. & E.S.I.: The agency shall ensure necessary insurance policies on the listed staff & should cover all type of risk/benefit against accident/injury etc. during their duty period. They must be covered by the necessary ESI & PF/ Labour insurance as per government rules as applicable & have to submit necessary documents to the University authority. **The University of Calcutta will not take any responsibility for any unwanted incidents.**
- 8) Scope of work: a) Monthly report of the condition & statistics of maximum demand, pf& load chart campus wise to be submitted to the concerned SAE (E).
- b) Yearly report of the IR test of the transformers, HT, LT, switchgears associated with cables have to be submitted to the concerned SAE (E) & necessary rectification to be done immediately if any fault is noticed as per instruction of the S.A.E. (E)/Engineer, C.U.
- c) Yearly test report of the transformer oil acidity, tan delta, viscosity & breakdown voltage done from an appropriate authority to be submitted to the concerned SAE (E) & necessary rectification to be done immediately if any fault is noticed as per instruction of the S.A.E (E)/Engineer, C.U.
- d) Half yearly report of the earth resistance of the pits & neutral to system earthing to be submitted to the concerned SAE (E) & necessary rectification to be done immediately if any fault is noticed as per instruction of the S.A.E.(E)/Engineer, C.U.
- e) As far as possible load balance has to be done.
- f) Colour of the silica gel should be checked & if necessary it is to be change by new one.
- g) All HT & LT switchgears should be cleaned fortnight basis.
- h) If any leakage is found in the transformer, HT & LT gear, it should be attended immediately as noticed & inform to the concern SAE (E) & to be rectified without any delay as per instruction.
- i) All bushings, jointing, cable terminals should be checked & necessary rectification to be done if any fault is noticed & inform to the concern SAE (E) without any delay.
- j) All measuring equipment's should be checked & necessary rectification to be done if any fault is noticed without any delay.
- k) If any apparatus becomes faulty the contractor has to rectify it if possible or replace it by new one without any time delay to ensure smooth power supply.
- l) All work has to be done as per IE rules.
- m) Beside routine maintenance work the agency is not allowed to carry out any work which incurs financial involvement without the knowledge & approval of the Engineer, C.U.
- n) Any material cannot be removed from the campus without any consent & knowledge of the Engineer, C.U. or his representative & proper approval/gate pass from the authority.
- m) For ensuring proper safety unnecessary gathering in the substations should be avoided. No personnel except the duty personnel on that day & Engineering departmental staff are allowed in the substation.

o) Substation should not be treated as a go down. It should be kept clean & no materials without prior permission from the concerned authority/Engineer/SAE (E) should be allowed in the substation.

p) Makeup of lost transformer oil with fresh transformer oil after dehydration & filtration has to be done by the contractor himself.

Payment shall be only claimed for the required transformer oil (not dehydration & filtration required during top up) if the transformer oil fails the acidity & tan delta test. But prior approval of the University authority is required before that.

q) If the transformer oil fails the BDV test necessary filtration of the oil is to be done by the contractor himself.

9) Payment: Payment will be made after successful completion of the service as per University rules/Engineer, CU decision. Performance certificate to be obtained from the concerned SAE (E) of each campus along with the bill submitted.

10) Tools & tackle: The contractor should provide all tools & tackle needed for the maintenance & repairing work. All spares needed for the work will have to be arranged by the contractor himself.

11) Validity: The validity of the contract is for 365 days from the date of the work order issued. *The Engineer C.U. reserves the right to change any terms & conditions, to terminate the contract without assigning any reason & is beyond question.*

Amount in figures & Words:

Signature of the agency with date & stamp: